

Township High School District 211

Academy - South

Parent / Student Handbook 2009-2010



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This handbook is intended to give parents and students an overview of the

District 211 Academy-South therapeutic day school.

Each student's IEP reflects the services and goals

that are provided on an individual basis.

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DISTRICT 211 ACADEMY-SOUTH PHILOSOPHY

DISTRICT 211 ACADEMY-SOUTH MISSION STATEMENT

The mission of Academy-South is to establish a positive and supportive learning community in which we strive to foster the consistent fulfillment of high academic and behavioral expectations. We will facilitate the growth of positive peer and adult relationships, appropriate social skills, and the acceptance of person responsibility for behaviors and choices. We expect that all members of the learning community will facilitate student transition into productive and constructive adulthood.

THERAPEUTIC SERVICES / SUPPORT

Academy-South students are provided therapeutic support each week through group and individual counseling. Academy-South's school psychologists are available each school day to provide additional support as needed. During group sessions, students will discuss a variety of topics such as anger management, problem solving, problem identification, school improvement, social skills training, and goal setting.

GOALS AND OBJECTIVES

One of the primary goals of the program is the reintegration of the student into the regular school environment whenever appropriate. The IEP team reviews each student's progress at conferences, which are scheduled as often as needed, but no less than once a year. Reintegration may be recommended on a part-time or full-time basis. If no progress has been made towards reintegration, alternatives are considered. In addition, the program includes the following goals:

- Maintain a safe learning environment that promotes and facilitates academic excellence.
- Help students develop positive adult and peer relationships.
- Promote positive behavior through the Positive Peer Culture program.
- Support students' emotional needs to facilitate effective classroom learning.
- Provide support to parents to promote academic achievement and school attendance.

PROGRAM PHILOSOPHY

Academy-South utilizes the Positive Peer Culture model or "PPC." Positive Peer Culture is an intrinsic treatment and behavior management system. PPC is not a point system. Most problem behaviors are dealt with in the classroom and progress is documented through a level system and group meetings. The goal of PPC is to increase positive behaviors and assist students in achieving their identified goals. The basic philosophy of PPC is based on 3 principles:

- Adolescents respond to peers more readily than to adults.
- By helping others, one learns to help oneself.
- People will not change negative behavior if they are comfortable with it-being challenged motivates change

GENERAL INFORMATION

ATTENDANCE

State law requires daily attendance at school. Success in school is linked closely with being in the classroom, joining in class discussion, and doing work on a regular basis. Only in the classroom can students take full advantage of classmates' ideas, teacher explanation of assignments, and other material that enriches learning. There is no way to duplicate the classroom experience after a student has been absent.

While daily attendance is required, students may occasionally miss school for the following reasons:

- Serious illness or death in the family (inform the school as soon as reasonably possible).
- Court appearance.
- Doctor or dental appointments.
- Pre-arranged college visits (must be made two days in advance).

If one of these situations occurs, parent(s) / guardian(s) should call Academy-South at 847-755-6640 by 7:30 a.m. Please leave a message on the recording if necessary. The Program Administrator or designee will determine whether or not an absence is to be excused.

Parents are urged to schedule doctor/dentist appointments after 3:15 P.M. or on non-attendance school days. Work hours for those students with jobs should not be scheduled before the end of the established school day.

If students have excessive absences during the semester, students may audit the class but will lose the opportunity to earn credit for the course(s) in which they are enrolled, regardless of excused or unexcused absences. This determination will be discussed during a student IEP or team meeting. If absences exceed 15 days, parents may be required to provide a doctor's excuse/explanation.

In the case of excessive absences, the student's IEP team will work with parents to develop strategies and interventions to improve attendance. Included in the interventions are the possibility of truancy tickets issued by the Streamwood Police Department and a special pick-up by district personnel and student group members. These pick-ups must be approved by the Program Administrator.

BUS BEHAVIOR

Transportation is considered to be part of the school day. All students **must** take the transportation provided by the school. Alternate transportation must be arranged with the approval of the program administrator.

Each student is assigned to a bus route. A student may ride only on the bus to which he/she is assigned. Students are expected to be ready to board their bus on time. Buses will not wait for tardy students. Regular school rules are in effect on the buses. Students engaging in any of the following behaviors are subject to disciplinary action:

- Smoking
- Fighting
- Failure to cooperate with the bus driver/bus supervisor
- Damage to property
- Boarding or debarking the bus at an unauthorized location
- Use of the emergency door in a non-emergency situation
- Throwing objects in the bus or through a window

- Riding an unauthorized bus

All students are to be seated and remain seated while the bus is moving. Continued inappropriate behavior or conduct that endangers the well-being of any student or the driver may result in a suspension from the bus. For the duration of any bus suspension, the student/family is responsible for arranging transportation to and from school. Arrangements should be coordinated with the program administrator.

If a student misses the school bus, he or she should immediately contact the school office at (847) 755-6640.

DAILY SCHEDULE

Classes begin at 9:10 a.m. and end at 3:15 p.m.

- Homeroom – 9:10 – Arrival
- Period 1: 9:10 – 10:00 – Academic
- Period 2: 10:00 – 10:50 – Academic
- Period 3: 10:50 – 11:40 – Academic
- Period 4: 11:40 – 12:30 – Academic
- Period 5: 12:30 – 1:00 – Lunch
- Period 6: 1:00 – 1:50 – Academic
- Period 7: 1:50 – 2:40 – PE
- Period 8: 2:40 – 3:15 – Life Skills Class
- Period 9: 3:15 – Dismissal

DRIVER EDUCATION

It is recommended that students take Driver Education during summer school or through private agencies. There may be limited opportunity to take Driver Education at Academy-South.

EMERGENCIES

When a student becomes ill and must leave prior to the end of the school day parent(s)/guardian(s) must make arrangements with a responsible adult to provide transportation for the student. Academy-South staff is not responsible for transporting ill students.

In cooperation with local and State authorities, all precautions are taken for the safety and protection of students and staff.

Fire drills are held periodically. It is important for students to move quickly and orderly. Specific exit directions are posted in all classrooms and hallways.

In the case of severe weather or other emergency, students will stay in the building in safe areas. They will not be released from school.

If school is not in session and severe weather or another emergency will cause school to be closed, parents are advised to listen to the radio or television, log on to the District 211 web site (www.d211.org), or call the District 211 announcement line (847.755.6635). In the event of an emergency, please try to avoid calling the school as this will tie up emergency telephone lines.

FIELD TRIPS

As part of the curriculum and level system privileges, students may have an opportunity to earn field trip opportunities. A permission slip will be sent home a prior to the trip to inform parent(s)/guardian(s) of the relevant field trip information. Students who do not return the permission slip will not be able to attend the event.

FREE MEAL PROGRAM

Free or reduced-price meals are available to students whose families meet Federal guidelines. Applications for meal benefits are mailed to families each summer. Additional forms are available from the school. Application for meal benefits must be made each year. Questions about the program should be directed to Lauren Thomas, director of Food Services, at the G.A. McElroy Administration Center, 847-755-6680. Please be sure to specify that your student is enrolled at Academy-South.

GRADING

The school year is divided into four quarters, each nine weeks in length. Students are graded and receive report cards on a quarterly basis. Parent(s) / guardian(s) are informed at the mid nine-week period of each quarter of their student's progress. Students may receive mid-term reports if they are failing, incomplete, or if the classroom team wishes to make any special comments. Quarter and semester grades are recorded and reported to the administration office where the permanent records are maintained. Report cards are mailed directly to the parent(s) / guardian(s). Parent(s)/guardian(s) of a student who is demonstrating unsatisfactory work are urged to meet with the student's classroom team. The following is an explanation of the grading scale used on report cards:

- A = A superior grade for exceptional or outstanding work. The work is neat, well organized, and 90% correct the first time graded. The student demonstrates competence, significant improvement, and puts forth extra effort.
- B = An excellent and commendable grade for an above-average degree of accuracy and knowledge of the subject. The work is 80% correct the first time graded.
- C = An average grade for an adequate and satisfactory performance. The work is 70% correct the first time graded.
- D = A passing grade for below average work. The work is 60% correct the first time graded.
- F = A failing grade. The work is below 60% correct the first time graded.
- AUD = Special permission to take a course for no grade and no credit.

- INC = Required work is incomplete. (If a student receives an "INC," the teacher will specify the work to be completed in a written statement as well as indicate the date in which the work must be completed. A copy of the statement will be given to the student and parent with a copy placed in the student's file.)

- W/P = Withdrew from course with passing grade. No credit is given and no grade point is recorded.

- W/F = Withdrew from course with failing grade. No credit is given, and

grade point reduction will be recorded.

GRADUATION REQUIREMENTS

Graduation requirements are the same at Academy-South as they are for all District 211 schools. To graduate a student must:

1. Complete 18 academic units of credit
2. Take a physical education course for each semester of attendance (or equivalent).
3. Successfully complete:
 - a) One unit in United States History and one unit in social science survey or government/economics.
 - b) At least three units of mathematics:
Beginning with the Class of 2009, students must complete three units of mathematics with at least one course at the 300-level or higher;
Beginning with the Class of 2010, one of the three required units must be Algebra I, one unit must include geometry content, and at least one course must be at the 300-level or higher.
 - c) One unit of physical science and one unit of biological science.
 - d) One unit of foreign language, art, music or vocational education.
 - e) One-half unit of consumer education (or equivalent).
 - f) 30 hours of instruction in safety education (driver education classroom instruction).
 - g) Four units of English.
 - h) One-half unit of health.
4. Pass a qualifying examination on:
 - a) The State and Federal Constitutions.
 - b) The Declaration of Independence.
 - c) Use of the American Flag.
 - d) The Australian (secret ballot) method of voting.

HEALTH SERVICES / VISION & HEARING SCREENING

Academy-South school has an on-site nurse for two mornings per week. The nurse located at *District 211 Academy-North* provides record keeping and consultation services for Academy-South students. If immediate medical attention is required, the school will call 911 emergency services. Decisions regarding a student's need to leave school due to illness will be made by the parent(s)/guardian(s), the program administrator, or the nurse.

School nurses conduct vision and hearing screenings for all freshmen, transfer students, and students receiving special education services. Most screenings are done in the fall of each school year. These screenings are not a substitute for a complete examination and evaluation by a doctor.

I.D. CARDS

While at Academy-South students will receive a District 211 I.D. card. Students are expected to wear their I.D.'s at all times during school hours.

INDIVIDUALIZED EDUCATIONAL PLAN (IEP)

There will be an annual IEP meeting for each student to assess progress toward meeting the goals and objectives stated in his/her IEP. Additional meetings may be scheduled throughout the school year as needed.

LATE BUS

On most school days, a late bus is available for students who need to make up missed work, or who need to serve a detention for tardies. Arrangements for serving a late bus are made by the Program Administrator.

LEAVING CAMPUS

Once students arrive at school they may not leave the school campus without permission from the program director or designee. The Streamwood Police will assist Academy-South Personnel when students leave the building without permission.

LOCKERS

Academy South students do not have lockers. Academy- South students are advised not to bring unnecessary personal items that may be lost or stolen, as Academy- South assumes no responsibility for these lost or stolen items. Coat hooks are provided in the common hallway area of the building.

LUNCH KITCHEN POLICY

Students will have the option of purchasing meals provided by the district or the parents/guardians can apply for free or reduced meal eligibility. Student meals must be purchased in advance.

If parents purchase meals and their student will be absent, parents must call District 211 Academy-South and notify the secretary of the absence no later than 7:30 a.m. or the meal will be charged to the student's account.

When the account is low in funds, parents will receive a phone call from Academy-South.

Academy-South students have access to a kitchen area with use of a stove, microwave, toaster, refrigerator, and dishwasher. The use of these devices is considered a privilege and may be revoked if used inappropriately. Students are expected to bring a lunch everyday in order to maintain energy and good health. Students may not leave campus during the school day to buy lunch with the exception of Program Administrator approval.

MAKE UP WORK

Students are responsible for making up missed classwork. Teachers will schedule make-up time for tests and will develop a schedule for missed work due to absences. If a student is absent more than one day, parents are asked to give the teacher 24 hour notice before picking up assignments. Make up work from unexcused absences can be made up during Late Bus only. Any other arrangements for making up work from an unexcused absence must be arranged with the Program Administrator.

MEDICATIONS IN SCHOOL

Prescription and non-prescription medications will be given according to the High School 211 medication policy. Signed authorization from the student's physician and parent(s) / guardian(s) must be on file in the office. The Program Administrator, nurse or designee shall administer those medications that are necessary to maintain the student during school hours. Medication must be brought to the school in the original, labeled package and given to the Program Administrator, nurse or designee. Medications will be stored in

a secure area in the office. At the end of the treatment regime, the parent(s) / guardian(s) will be responsible for removing any unused medication from the school. If not picked up by the end of the year, the Program Administrator, nurse or designee will dispose of the medications. Township High School District 211 retains the right to reject requests for the administration of medication.

PARENT COMMUNICATION AND RESPONSIBILITIES

The parents are expected to be aware and knowledgeable of the following:

- District and School policy and information within the home high school handbook including disciplinary and behavior management systems. (Copies of the home high school handbook is provided with Academy-South Handbook in the beginning of the year).
- Policies and practices outlined in the Academy-South handbook
- Academic progress/graduation requirements.
- Class schedule and school related activities.

Parent(s)/guardian(s) are encouraged to phone Academy-South to discuss progress or concerns at 847-755-6640. The classroom team will initiate phone/parent conferences when warranted.

PHYSICAL EDUCATION

Physical Education is provided through recreational activities that focus on the development of appropriate social skills and healthy exercise. During the PE periods students are transported by district vans to local parks and recreational centers to use equipment, fields, and gymnasium space. Students will earn credit in the day's activities by demonstrating positive participation, appropriate social skills, and sportsmanship. The following is a brief list of some of the typical physical education activities played at Academy-South:

Basketball	Walleyball	Outdoor Soccer
Indoor Soccer	Driving Range	Volleyball
Flag Football	Softball	Frisbee Golf
Bowling	Tennis	Batting Cage
Ice Skating	Roller Skating	Power Walking

In order to fully enjoy the sports and recreational activities facilitated in the PE program, students are expected to adhere to the following policies:

1. Follow all bus rules while traveling to PE sites
2. Leave from PE on the same van in which he/she arrived
3. Stay off of the playground equipment
4. Be prepared for physical activity with appropriate footwear/clothing
5. Follow all staff directions while in public.

POSITIVE PEER CULTURE (PPC)

Academy-South utilizes the Positive Peer Culture model or "PPC". Positive Peer Culture is an intrinsic treatment and behavior management system. PPC is not a point system. Most problem behaviors are dealt with in the classroom and progress is documented through a level system and group meetings. The goal of PPC is to increase positive behaviors and assist students in achieving their identified goals. The basic philosophy of PPC is based on 3 principles:

1. Adolescents respond to peers more readily than to adults.

2. By helping others, one learns to help oneself.
3. People will not change negative behavior if they are comfortable with it—being challenged motivates change.

PPC utilizes a 4-level system. Group members are on Level 1 as soon as they have shared their “school story” with their group. After being on Level 2 for two weeks, students can request a level change from their group. All student groups meet during the last period of the school day to review their day and their progress. Students do not move down levels for poor behavior, but, they may be “off of their level” if their behavior is not consistent with the requirements of their current level. Group bonus rewards are for students who are “on level.” On Level 3, the discussion of reintegration or returning to their mainstream school can begin. Consistent Level 4 behavior is expected for students before they can return to their home high school. Ultimately, reintegration decisions are determined through the IEP meeting process.

TARDINESS

A student is tardy if not in assigned classroom at the sound of the bell. When a student is tardy, he/she must complete a “lock-out” sheet with a staff member before entering the class. If the student accumulates excessive tardies, a late bus detention will be assigned.

TRANSPORTATION / BUS SERVICES / DRIVING POLICY

Academy-South students are transported to and from school on district and school provided vans and buses. Students are expected to take the district provided transportation. Exceptions to this must be approved by the Program Administrator. Students may not drive to or from school with the exception of Program Administrator approval.

VISITORS

Any visitors must sign-in at the front office. Although we thoroughly enjoy visiting with former students, visits are only welcome before or after normal school hours.

WITHDRAWING FROM SCHOOL

The procedure for withdrawing from school is:

- Obtain written parent(s) / guardian(s) approval.
- Discuss reasons for leaving school with a counselor or staff member.
- Return to the school all property owned by the school, including but not limited to: textbooks, library books, and school identification.

A student transferring to another school will have an official transcript of credits and disciplinary records mailed to the new school when all obligations to High School District 211 have been met and parent(s) / guardian(s) have signed a transcript release form.

PROGRAM RULES & REGULATIONS

ACADEMIC DISHONESTY

Academic dishonesty refers to cheating, copying, plagiarizing, or otherwise representing the work of others as one's own through verbal, written, graphic, electronic, or other means. Forms of academic dishonesty include, but are not limited to, the following:

- looking at another student's answers, or using a "cheat sheet" during a test; or, providing other students with the means to copy answers;
- downloading material from an online source and representing it as one's own without citing sources or crediting the author;
- copying in any form another person's computer program or software file and representing it as one's own;
- submitting work received through purchase or transfer as one's own;
- copying text in any form from a source, without proper citation, and submitting as one's own
- altering by any means, or attempting to alter, course grades, test grades, rank in class, grade point averages, credits earned, or other confidential information about oneself or others;
- acquiring and/or disturbing tests, answers to tests, answer keys, class projects, research papers, reports, or school-owned materials through verbal, written, graphic, electronic, or other means for the purpose of giving unfair advantage to oneself or others.

Students determined to have been academically dishonest are subject to disciplinary action. Depending on the severity of the offense, the number of offenses, the impact on other students and teachers, and/or the curriculum, students may lose credit for a project or test, lose class or course credit, be suspended pending a parent conference, or be recommended for expulsion.

BULLYING

Bullying and/or intimidation of others includes, but is not limited to, any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or education of any student. Such behavior may include, but is not limited to, pushing, hitting, threatening, name-calling, taunting, teasing, excluding, humiliating, harassing, extorting, gossiping, slandering, libeling, ostracizing, or other physical or verbal conduct of a belittling or browbeating nature.

A student who feels any person has bullied him or her should report the complaint to an administrator, counselor, or teacher. Students determined to have been involved in bullying will face disciplinary consequences up to and including a recommendation of expulsion, as well as possible referral to the police consultant for criminal offenses.

COMPUTER NETWORKS USED FOR STUDENTS

Computers are provided for student use in a variety of applications in the computer lab. Students may use computers for:

- A. School related assignments
- B. Accessing school-approved software
- C. Internet research under the supervision of a staff member
- D. Independent Internet research with parent permission
- E. Printing assignments or class-related information

Unacceptable uses of the computer network are:

- A. Accessing or distribution of abusive, obscene, or threatening material
- B. Accessing system or unauthorized software such as, but not limited to network resources, control panels, and printer settings
- C. Accessing other student's electronic storage, disks, or documents
- D. Copying, installing, or downloading unauthorized software
- E. Turning off virus protection
- F. Vandalizing technology equipment

Violations of these conditions or others prescribed by the High School District 211 Computer Acceptable Use Policy may result in a referral to an administrator, suspension of computer privileges, loss of credit, or other disciplinary action if deemed appropriate. The entire Computer Network Use Policy for Students can be viewed online at www.d211.org/studentuse.html.

DETENTION-IN SCHOOL SUSPENSION

Primarily, students are assigned an in-school detention or suspension as a consequence for inappropriate conduct. Failure to serve a detention or in school suspension appropriately, can lead to an out of school suspension.

DISCRIMINATION

Students and staff have a right to learn and work in an environment in which all are respected and valued. Such an environment is free of all forms of harassment and discrimination due to race, sex, religion, ethnicity, national origin, or disability. It is the policy of High School District 211 to prohibit discrimination. It is your right to be treated fairly. Any student who violates the policy will be suspended for up to five (5) days, or may face expulsion.

It is a violation of this policy to:

- Make stereotypical or demeaning remarks. Such remarks included name calling, racial slurs, or "jokes" pertaining to one's race, sex, religion, national origin, or disability
- Display or circulate written or visual materials in which the language or conduct:
 - a. results in a substantial interruption of school or school activities, or
 - b. creates a hostile, intimidating, or offensive environment that interferes with or disrupts any student's right to fully participate in school or activities.
- Deface school property or materials with the intent to demean.
- Damage, deface, or destroy the private property of an individual.
- Make threats which harass or intimidate another person
- Physically threaten or harm someone

Students who believe they have been the object of harassment or discriminatory behavior may report their complaints by:

- Directly telling the alleged harasser to stop the offensive behavior
- Notifying a teacher, counselor, or administrator who shall report the incident to that affected student's principal.

DRESS CODE

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive/learning climate, or compromise reasonable standards of health, safety, and decency. The specific items listed below are **not** a comprehensive listing of prohibited attire.

- a. Clothing which depicts the use of tobacco, alcohol, or illegal substances;
- b. Clothing which depicts graphics or wording with sexual, vulgar, lewd, or indecent meanings or connotations, or clothing which by community standards is indecent for purposes of educational and school activities. Students must be adequately clothed;
- c. Clothing which identifies one with a gang or with a group whose purpose or effect is to interfere with the operation of the school or school activities or with the safety and security of students and staff;
- d. Coats, jackets, caps, hoods, or hats may not be worn anywhere in the school during the school day. This policy is established to ensure the health, security, and safety of students. For the purpose of this policy jackets or coats are defined as any outer garments, which are usually worn over indoor clothing for protection from outside elements;
- e. Clothing that may damage school property or be readily used as a weapon;
- f. Clothing with graphics or wording that depicts violence in any form.

Students who do not comply with the student appearance policy are subject to disciplinary action. Depending on the severity of the offense, the number of offenses, and the interference or threat of interference with the operation of the school or the safety and security of students or staff, students may be warned, asked to change the objectionable clothing, suspended from school pending a parent(s) / guardian(s) conference, and/or recommended for expulsion. As used in this policy, the word "clothing" includes accessories such as rings, earrings, necklaces, purses, backpack, chains, and shoes. The Superintendent or Designee may develop administrative regulations and/or school rules which facilitate implementation of this policy, including identification of particular types of clothing deemed to violate this policy.

ELECTRONIC COMMUNICATION EQUIPMENT

Students are not permitted to possess electronic communication devices (e.g., cellular telephones, pagers, personal digital assistants, or any hybrid communication device) while on school property unless approved by the Program Administrator. "School Property" includes the school building, parking lots, grounds, and school-owned vehicles. Each time students enter the school building all electronic equipment will be placed in a bin for inspection while the student enters the building. Items will be locked in students' homeroom and returned at the end of the school day with the exception of Level 3 & 4 privileges. Such devices shall not be used for or associated with any unlawful activities. Violation of this policy will subject the student to disciplinary consequences.

ELECTRONIC EQUIPMENT

Students are not permitted to possess electronic devices (e.g., cd players, mp3 players, radios, and handheld gaming devices) while in District 211 Academy South unless approved by the Program Administrator. Similar to any electronic communication equipment, each time students enter the school building all electronic equipment will be placed in a bin for inspection and locked in the students' homeroom until the end of the school day with the exception of Level 3 & 4 privileges.

EXCESSIVE SHOW OF AFFECTION

Excessive physical demonstrations of affection are inappropriate in school.

EXPULSION

The Board of Education may expel a student for gross disobedience or misconduct for a definite period of time not to exceed two calendar years. A student may be suspended for up to a maximum of 10 school days pending action on the recommendation of the administration to expel. Due process will be observed.

Expulsion Procedures

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by a hearing officer appointed by the Board of Education. The hearing officer shall report the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and evidence, and cross-examine witnesses. At the expulsion hearing, the hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After receipt of the hearing officer's written summary of the evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate.
3. In lieu of a recommendation of expulsion, the student may be administratively transferred to an alternative school established under the Safe Schools Act (105 ILCS 5/13a) where appropriate.

All transfer students serving terms of suspension or expulsion from any public or private out-of-state or Illinois school must serve the entire duration of the suspension or expulsion before enrolling in District 211.

FALSE FIRE ALARMS

A fire alarm intentionally set off by a student is a serious offense and endangers the safety of students and employees. A student guilty of such an offense will be recommended for disciplinary action and subject to arrest.

GANG RELATED ACTIVITIES

- ✓ No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing, which is evidence of membership or affiliation in any gang. The wearing of earring(s) for male students is prohibited.
- ✓ Once a student has been identified or declared him/herself to be a gang member, color combinations of red/black, blue/black, gold/black are considered inappropriate for school. Prohibited color combinations may change at any time.
- ✓ No student shall commit any act or omission, or use any speech, either verbal or nonverbal (gesture, handshakes, etc.) showing membership or affiliation in a gang.
- ✓ No student shall use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity including but not limited to:

- Soliciting others for membership in any gang
 - Requesting any person to pay protection or otherwise intimidating or threatening any person
 - Committing any other illegal act or other violation of school district policies
 - Inciting other students to act with physical violence upon any other person.
- ✓ Students will surrender any materials determined to be gang related by the Academy South staff.

Continued inappropriate behavior of a gang-related nature shall result in a meeting to discuss possible change in placement.

GROSS DISOBEDIENCE OR MISCONDUCT

Gross disobedience or misconduct can occur at school or school activities, on or off school property, on a school bus, at a school-sponsored function, at a school-related event, or at an event reasonably related to school.

The *Illinois School Code* states that students may be suspended or expelled for gross disobedience or misconduct.

Types of behavior that are considered gross disobedience or misconduct include, but are not limited to:

- Repeated or willful behavior which shows disregard for school rules and regulations.
- Insubordination to any school personnel (administrators, teachers, and all non-certified staff).
- Acts that endanger or harm the health, safety, and welfare of others.
- Behavior in which the student tries to harass, intimidate, or frighten, directly or indirectly, any school employee or student.
- Sexual harassment or assault of any student or school personnel.
- Fighting or assaulting any person.
- Direct threat against the life of a staff member.
- Hazing, bullying, or taunting.
- Use of profane or obscene language.
- Excessive truancy, tardiness, or class-cutting after warnings.
- Theft, destruction of property, or possession of stolen property belonging to the school, staff, or other students.
- Unauthorized access or misuse of a computer program or network, and/or any off-campus creation or use of Internet web pages or e-mail which materially or substantially interferes with, disrupts, or deleteriously affects any staff member, student, or the educational process.
- Use of electronic school devices during the school day.
- Possession, use, sale, or distribution of any intoxicant, alcoholic beverage, “look-alike” drug, or narcotic, or exhibiting the odor of alcohol or any illegal drug, narcotic, or controlled substance. This prohibition includes any attempt to sell or solicitation to obtain an illegal substance.
- Possession, control, transfer, use or attempt to use, threat to use, conspiracy to use, or aiding or abetting use of a weapon. For purposes of this policy, a weapon includes guns, rifles, shotguns, knives, brass knuckles, billy clubs, bombs, flares, smoke bombs, explosives or incendiary devices, any item defined by applicable federal or state law as a weapon, and look-alikes with these types of items. Such items as baseball bats, tools, bottles, locks, sticks, pencils, or pens also will be

considered weapons when used or attempted to be used to cause bodily harm. Attempt to use includes any threat to use.

- Participation in games of chance.
- Commission of a felony.
- Act(s) of arson.
- Gang activity. A “gang” means any on-going organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules. Gang activity includes, but is not limited to, any act in furtherance of the gang and possession or use of gang symbols, such as drawings, hand signs, and attire.
- Bomb threat.
- Setting off a false fire alarm.
- Possession and/or use of any laser device.
- Any student behavior or activity that actually causes or reasonably forecasts the occurrence of substantial disruption or interference with school or school activities.

Any act or activity involving the possession, use, threat to use, or threat to possess an object or substance or look-alike which is harmful or threatening to the health and safety of others. This includes such substances as biological agents and objects and substances commonly associated with terrorist activities, as well as threats of bombs or other violence and false fire alarms.

HAZING

Hazing includes any humiliating or dangerous activity expected of a student in order to join a group, activity, sport, or club regardless of that student’s willingness to participate. Hazing is a violation of the Athletic and Competitive Activity Policy, as well as Board of Education Policy. Penalties may include suspension or expulsion from school, as well as suspension or expulsion from athletic and competitive activities.

LATE BUS

For students who need additional academic support, a late bus may be provided. The late bus may be used for: make-up work resulting from absence; make-up work resulting from work refusal; or for tutoring.

The Program Administrator will determine when a student will stay for the late bus.

Parent(s) will be contacted before a student stays for late bus sessions. The late bus will depart from Academy-South 45 minutes after student dismissal.

PHYSICAL CONTROL

It is the policy of DISTRICT 211 Academy-South to manage student behavior through positive means and through systematic steps that will eliminate the need for physical control. However, under circumstances where imminent danger to other students, staff, and/or self exists, physical control techniques will be utilized until the student can maintain safety. When physical control techniques are employed, staff will use the minimal amount of force necessary to control the student, ensure student/staff safety, and protect property. Circumstances requiring the physical control of a student include, but are not limited to the following:

1. If a student is engaging in any physically or verbally aggressive behaviors which threaten the safety of self or others at any location in the school building, its adjacent grounds, or on the school bus, he/she will be physically removed from the area and placed in a supervised setting.
2. If a student is engaging in self-injurious behavior, or if a student appears to be emotionally or physically out of control to the extent that he/she is likely to injure self or others, he/she will be physically managed and placed in the supervised setting.
3. If a student is engaging in an act of destruction of school property or the property of staff or other students, he/she will be physically managed and placed in the supervised setting.

Physical control interventions include the following procedures: physical guidance, physical blocking, physical assistance, and control techniques. All DISTRICT 211 Academy-South staff are trained in the proper, safe uses of physical control techniques under the Crisis Prevention Institute model.

When a student has been physically controlled, the parent/guardian will be contacted by the program administrator or designee on the same school day. If the parent/guardian cannot be reached, a notice will be sent to the home on the same school day.

PRANKS

Students who commit acts of vandalism, disruptive behavior and/or engage in gross misconduct will be subject to a range of sanctions and penalties as listed below, up to and including expulsion. Students who commit such behaviors, or act in concert with others who do by arranging, planning, devising, and/or participating in the behavior by mutual understanding and with knowledge and consent, may be subject to any or all of the following disciplinary actions, depending upon the nature and severity of their behaviors:

- Exclusion from any special event(s) organized for the senior class (example: prom, senior breakfast, dances, etc.)
- Exclusion from any athletic contest(s) or activity program(s)
- Athletic/activity board review, if applicable
- Exclusion from final examination exemption
- Exclusion from graduation exercises
- Restitution
- Suspension
- Expulsion

RESPIRATORY SENSITIVITY

Use of fragrances including perfumes, colognes, or hair sprays can cause difficulties for individuals who suffer from asthma or other respiratory illnesses. Students should minimize use of fragrances and consider others when using these products.

SEARCH & SEIZURE

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities will search students and their belongings, upon arrival to District 211 Academy-South. Staff may seize contraband materials discovered in the search in accordance with Illinois law and the authority and guidelines established by the United States Supreme Court, and other federal law, state law, and school policies and procedures.

- ✓ Students are protected by the fourth amendment to the U.S. Constitution from unreasonable searches and seizures. Unlike police, school officials do not need a warrant to search a student. However, searches of students by school officials must be (1) justified by the existence of reasonable grounds for suspecting a rules violation, and (2) reasonable in scope and not excessively intrusive.
- ✓ School staff may search a student and/or the student's personal effects when there are reasonable grounds for suspecting that the search will produce evidence that a particular student has violated or is violating either the law or the rules of the DISTRICT 211 Academy-South. The search is to be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- ✓ School officials may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by a student without notice to or the consent of the student at any time and on a general area-wide basis. School officials may request the assistance of law enforcement authorities for the purpose of conducting inspections and searches of lockers, desks, parking lots, and their school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs.
- ✓ If a search produces evidence that the student has violated or is violating either the law, local ordinance, or the DISTRICT 211 Academy-South policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School officials may also turn over such evidence to law enforcement authorities.

SEXUAL HARASSMENT

The Board of Education has adopted policies that prohibit sexual harassment in its schools. The policies define forms of verbal or physical sexual conduct that constitute sexual harassment.

The school has a responsibility to provide students with a learning environment free from sexual advances, requests for sexual favors, demeaning or insulting sexual remarks or conduct, and forced physical contact of a sexual nature.

Conduct which has the effect of creating a hostile or offensive environment might include sex-oriented verbal joking, teasing, questions, anecdotes, or offensive personal remarks of a sexual nature. Any student who abuses another student through any sexually harassing conduct or communication shall have violated the policy whether such conduct occurs on school grounds, at school events, or on the school bus. Depending on the incident, violators of the policy can either be suspended from school for a period of up to five (5) days or face expulsion.

A student who feels he or she has been sexually harassed by any person should report the complaint by (1) directly telling the alleged harasser to stop his or her offensive behavior;

and/or (2) complaining to a teacher, counselor, or administrator who shall report the matter immediately to the principal. Regardless of how the student chooses to report the alleged sexual harassment, a student's good faith action in reporting will not adversely affect the student's education, grades, curriculum, or record. However, if a student or witness is found to have been intentionally dishonest in making a report, the student or witness shall be subject to discipline.

SMOKING & TOBACCO

Students may not smoke, possess, or use tobacco or any "look-alike" tobacco substance in any form anywhere on school property. This policy applies to all tobacco derivatives and applies before, during, and after school hours.

SUSPENSIONS

Students can be suspended from school for continued misbehavior or a single act of gross disobedience or misconduct for a maximum of 10 school days. A suspended student is not permitted in school or on school grounds during the day, in the evening, or on a weekend while the suspension is in effect. In addition, students are not permitted to attend work/study jobs. A parent conference is necessary for a student to be readmitted to school after suspension. Students are responsible for make-up work. There will be no grade reduction for work turned in on the first day the student returns to class.

Suspension Procedures

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. When the students' presence poses a continuing danger to persons or property or an on-going threat of disruption to the educational process, a pre-suspension conference is NOT required and the student can be immediately suspended. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the students' parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a suspension review hearing.
4. When parent(s)/guardian(s) disagree with a suspension, the parent(s)/guardian(s) may seek to appeal the suspension to the principal. Should the parent(s)/guardian(s) not be satisfied with the outcome of an administrative appeal with the principal, the parent(s)/guardian(s) may request a formal hearing to review the suspension in accordance with established Board of Education policies for such hearings.

Upon written request of the parent(s)/guardian(s), a formal review of the suspension shall be conducted and hearing will be held. At the hearing, the students' parent(s)/guardian(s) may appear and discuss the suspension with the hearing officer appointed by the Superintendent. The student may be represented by counsel. After presentation of the evidence by the student and school, the hearing officer will prepare a written summary of the evidence for the Board of Education. After review of the hearing officer's report, the Board shall take such action as it finds appropriate.

TELEPHONE USE

Students may use the telephone in the office with staff permission for emergency reasons. Students are not allowed to accept phone calls during the school day. If parents need to communicate with students, the Program Administrator should be contacted.

VANDALISM

A student who vandalizes or abuses school property may be suspended pending a parent(s) / guardian(s) conference. The length of the suspension will be determined at the conference. The student must pay for the damage and may face expulsion proceedings.

STUDENT RESPONSIBILITIES

STUDENT TEXTBOOKS

While at Academy-South, students are provided with textbooks and other curriculum workbooks. These books are checked out to the student and the student is responsible for them throughout his/her placement at Academy South. **The student is responsible for returning the textbooks/workbooks or other materials that belong to the home school to the appropriate teachers at the home school. It is not Academy South's responsibility to return these materials.** Failure to return textbook materials to the appropriate school may result in fines and the school may withhold the student's report card until the fines are paid.

CLASSROOM MATERIALS

High school students are expected to be prepared for school with appropriate materials. The following is a suggested list of materials that would be important to have while at Academy-South:

- Pens
- Pencils
- Three (3) reams of college rule paper
- Five (5) 3-Ring binders
- Two (2) Single subject spiral notebooks
- Five (5) Sets of dividers for binders
- Two (2) highlighter markers
- One (1) set of colored pencils
- One (1) set of washable markers
- Two (2) glue sticks

PARENTS RIGHTS REGARDING SPECIAL EDUCATION

As a parent(s) /guardian(s) of a child who will be receiving special education services, you have certain rights which are safeguarded by state and federal statute. At each IEP meeting, you will receive "An Explanation of Procedural Safeguards" information guide that describes your rights in detail. This information can also be available at anytime by contacting the school.

TOWNSHIP HIGH SCHOOL DISTRICT 211

DISTRICT 211 BUILDINGS

- G.A. McElroy Administration Center – 847/755-6600
1750 South Roselle Road, Palatine, Illinois 60067-7379
Nancy Robb, Superintendent
www.d211.org
- Palatine High School – 847/755-1600
1111 N. Rohlwing Road, Palatine, Illinois 60074-3797
Gary P. Steiger, Principal
www.phs.d211.org
- William Fremd High School – 847/755-2600
1000 S. Quentin Road, Palatine, Illinois 60067-7099
Lisa Small, Principal
www.fhs.d211.org
- James B. Conant High School – 847/755-3600
700 East Cougar Trail, Hoffman Estates, Illinois 60169-3659
Tim Cannon, Principal
www.chs.d211.org
- Schaumburg High School – 847/755-4600
1100 W. Schaumburg Road, Schaumburg, Illinois 60194-4197
Tim Little, Principal
www.shs.d211.org
- Hoffman Estates High School – 847/755-5600
1100 W. Higgins Road, Hoffman Estates, Illinois 60195-3098
Theresa L. Busch, Principal
www.hehs.d211.org
- District 211 Academy-North – 847/755-6700
305 Illinois Avenue, Palatine, Illinois 60067
Colleen Little, Program Administrator
- District 211 Academy-South – 847/755-6640
1544 Brandy Parkway, Streamwood, Illinois 60107
Jodee Culberson, Program Administrator

HIGH SCHOOL DISTRICT 211 MISSION STATEMENT

“The mission of Township High School District 211 is to serve the educational needs of the community by developing and implementing quality programs which challenge students to achieve their potential to become contributing, informed citizens capable of meeting the demands of a changing world.”

TOWNSHIP HIGH SCHOOL DISTRICT 211
Palatine, Illinois
SCHOOL CALENDAR 2009-2010

First Semester

2009

Tuesday	August 25	Teacher Institute--no classes
Wednesday	August 26	Opening day of school
Monday	September 7	Labor Day-- no school
Monday	October 12	Columbus Day (Observed)--no school
Tuesday	October 13	Teacher Institute--no classes
Wednesday	November 11	Veteran's Day--no school
Thursday	November 26	Thanksgiving Day--no school
Friday	November 27	Thanksgiving Holiday--no school
Friday	December 18	Winter Vacation begins close of school

2010

Monday	January 4	Opening day of school after vacation
Monday	January 18	Martin Luther King, Jr. Day--no school
Friday	January 22	End of First Semester

Second Semester

Monday	January 25	Teacher Institute--no classes
Tuesday	January 26	Opening day of second semester
Monday	February 15	Presidents' Day--no school
Friday	March 19	Spring vacation begins close of day
Monday	March 29	Opening day of school after vacation
Friday	April 2	Non-Attendance Day
Monday	April 12	Teacher Institute--no classes
Monday	May 31	Memorial Day--no school
Friday	June 11	Last day of school

June *Graduations

Emergency days – June 14 through June 18 will serve as emergency days in the event district schools are closed for six or more student attendance days.

**Graduations to be set at a later date*

DISTRICT 211 ACADEMY-SOUTH EARLY DISMISSAL DATES
2009-2010 SCHOOL YEAR

If the Board of Education assigns early dismissal dates for the 2009-2010 school year, a letter listing those dates will be sent by the Program Administrator to each ASOU household.

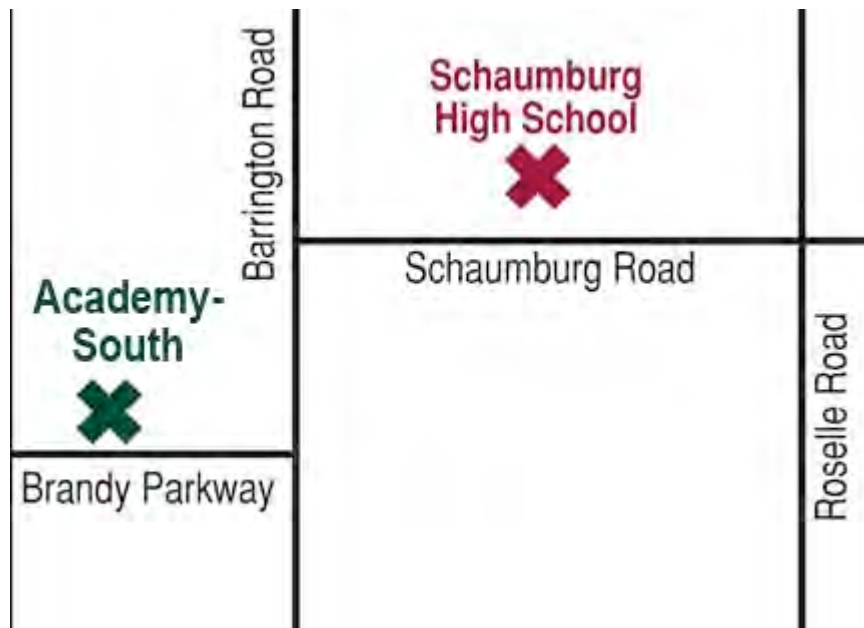


DISTRICT 211 ACADEMY-SOUTH

1544 BRANDY PARKWAY

STREAMWOOD, IL 60107

847-755-6640



Parent/Student Review

I have received the ***DISTRICT 211 ACADEMY-SOUTH and the DISTRICT 211 HOME HIGH SCHOOL*** Parent/Student Handbook. I understand that I will be required to comply with the rules and regulations of the ***DISTRICT 211 ACADEMY-SOUTH*** program as well as with District 211's disciplinary rules.

Student Signature

DATE

I have received and reviewed with my student the ***DISTRICT 211 ACADEMY-SOUTH and the DISTRICT 211 HOME HIGH SCHOOL*** Parent/Student Handbook. I understand that my child is expected to comply with the rules and regulations of the ***DISTRICT 211 ACADEMY-SOUTH*** program as well as with District 211's disciplinary rules.

Parent/Guardian Signature

DATE